**M2P**

**PLC Planning Template**

**PLC members for remainder of school year.**

1. Sit with your PLC.
2. Appoint a facilitator and a recorder. Recorder gets copy to Shannon or Jessica.
3. As a group, reach consensus on your next PLC focus and the meeting schedule for your PLC work for the rest of the year.

*What is each person working on related to TPEP? Ideally, your PLC focus will support your TPEP focus.*

Write your PLC focus here. Be sure to:

* describe expected impacts on student learning, and
* describe kinds of evidence you can collect and share.

PLC focus:

**PLC Logistics**

This year you will be paid for 16 PLC hours and can schedule those meetings however works best for your group. So far this year, your PLC has used \_\_\_\_\_\_ hours.

Studio Day Planning

There’s an expectation that all M2P teachers will participate in at least one, *preferably two*, studio days per year and engage in a cycle of observation, feedback, and refinement with your colleagues.

* How can you arrange a studio day with *at least* one other teacher?
* What support from Shannon, Jessica, and/ or your principal will help?

PLC Meeting Schedule

Determine the dates of your PLC meetings for the second half of the year. Your goal is to meet for a total of 16 hours during the school year and participate in at least one, preferably two, studio days.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Date** | **Day of week** | **Time** | **Location** | **Topic and/ or Activity** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* Plan out **PLC meetings** and **studio days** through the end of the school and note any resources you’ll need to support your PLC work below.

Resources needed:

* What support do you need from Shannon, Jessica and/ or your principal to support your work during the coming year?

Support needed:

* If your group is larger than two, appoint a facilitator for the next meeting and rotate the job regularly. *The facilitator sends out a reminder before the meeting, ensures there’s a time and place to meet, and the meeting agenda or protocol is followed.*

Facilitator for next meeting:

PLC Meeting Agenda

1. Look over the PLC practical suggestions and possible activities at the **M2P Wiki PLC Support page http://m2p2015.wikispaces.com/PLC+Support.**
2. Decide on, and record, the agenda or structure for your meetings in the space below:

Our PLC Meeting Agenda:

|  |  |
| --- | --- |
| **Date:** | **Grade Level/Name:** |
| **Norms:** (5 min: Reflect on norms and share out which norm you will work on today.) | |
| **Members in Attendance** (5 min to determine who will do what and if or when roles will change) | |
| **Name** | (suggested) **Roles** |
|  | Facilitator  Norm Monitor/Director  Time Keeper  Note Taker |
| **Current Exploratory Question**   1. Select a lesson(s) from an upcoming unit. Look through all the provided resources and formative assessment ideas. *What do our students need to know?* 2. Plan the lesson including a formative assessment task that will provide evidence of learning that you can collect and share. *How will we know when they get it? What assessment will we use?* 3. Teach the lesson (individually or using a studio day) and bring student work to PLC. Use an agreed on protocol or rubric to look at student work. 4. Reflect on the student work, lesson and process. *What will we do if they don’t get it? What will we do if they do get it? (What can we do to get them to the next level? Targeted mini-lessons, small group interventions, support class, prerequisite skills)*   **Circle or highlight which question you are working on and take notes below.** | |
| **What additional resources or training do you need (if any) to continue this work?** (5 min) | |
| **Next Meeting Date:** | |